

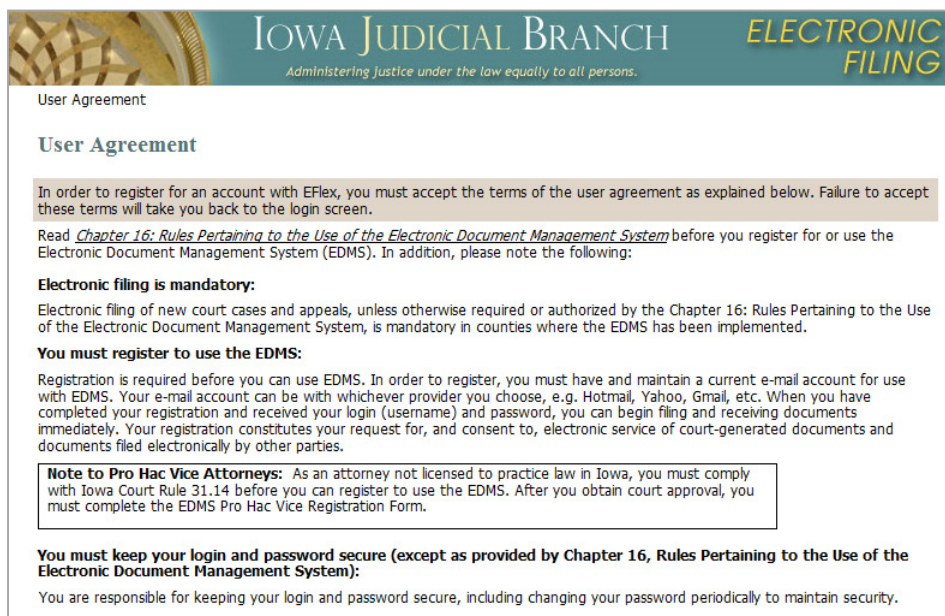
# eFiler Registration Reference Guide

## Registering for an eFile Account

1. Open a web browser (not illustrated).
2. Enter the following URL – **https://www.iowacourts.state.ia.us/Efile** or via the link provided on the Judicial Branch Homepage.
3. Click **Request Account**.



4. Read and review the **User Agreement**.
5. Read and review the **Chapter 16: Rules Pertaining to the Use of the Electronic Document Management System**.



**User Agreement**

In order to register for an account with EFile, you must accept the terms of the user agreement as explained below. Failure to accept these terms will take you back to the login screen.

Read [Chapter 16: Rules Pertaining to the Use of the Electronic Document Management System](#) before you register for or use the Electronic Document Management System (EDMS). In addition, please note the following:

**Electronic filing is mandatory:**

Electronic filing of new court cases and appeals, unless otherwise required or authorized by the Chapter 16: Rules Pertaining to the Use of the Electronic Document Management System, is mandatory in counties where the EDMS has been implemented.

**You must register to use the EDMS:**

Registration is required before you can use EDMS. In order to register, you must have and maintain a current e-mail account for use with EDMS. Your e-mail account can be with whichever provider you choose, e.g. Hotmail, Yahoo, Gmail, etc. When you have completed your registration and received your login (username) and password, you can begin filing and receiving documents immediately. Your registration constitutes your request for, and consent to, electronic service of court-generated documents and documents filed electronically by other parties.

**Note to Pro Hac Vice Attorneys:** As an attorney not licensed to practice law in Iowa, you must comply with Iowa Court Rule 31.14 before you can register to use the EDMS. After you obtain court approval, you must complete the EDMS Pro Hac Vice Registration Form.

**You must keep your login and password secure (except as provided by Chapter 16, Rules Pertaining to the Use of the Electronic Document Management System):**

You are responsible for keeping your login and password secure, including changing your password periodically to maintain security.

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- Click the **acceptance radio button** to acknowledge the User Agreement and Chapter 16 Rules.



☒ I have read, understand, and agree to comply with this user agreement and the rules and procedures contained in Chapter 16: Rules Pertaining to the Use of the Electronic Document Management System.

☐ I do not accept the terms of the user agreement

Cancel Submit

- Click **Submit**.
- Select a **User Role**.

*Registered Filer* – a registered party or self-represented litigant not filing on behalf of a company or association

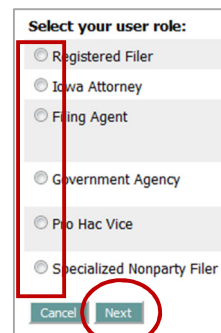
*Iowa Attorney* – an attorney with AT PIN who is licensed to practice law in Iowa

*Agent* - An officer, employee, or non-lawyer representative of a partnership, association, corporation, or Tribe who is authorized by Iowa code to represent that entity, for example an employee of a property management company or a collector at a financial institution.

*Government Agency* – The non-lawyer staff for an agency such as the Department of Public Safety, Department of Transportation, Department of Human Services, etc

*Pro Hac Vice* – an attorney not licensed to practice law in Iowa who is admitted to practice in a case under the sponsorship of a licensed Iowa Attorney

*Specialized Non-Party Filers* – a non-lawyer who files documents on multiple cases but is not a party, such as a process server, health service provider, or bail bonds agent.



Select your user role:

☒ Registered Filer

☐ Iowa Attorney

☐ Filing Agent

☐ Government Agency

☐ Pro Hac Vice

☐ Specialized Nonparty Filer

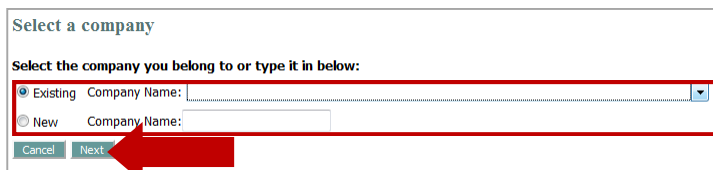
Cancel Next

- Click **Next**.

**Note!** If you selected Registered Filer as your role, skip to step 12.

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10. For all roles (except for Registered Filers) select **Existing** and scroll through and select the desired organization. If the desired organization is not listed, click **New** and enter in the **Company Name**.



Select a company

Select the company you belong to or type it in below:

☒ Existing Company Name:

☐ New Company Name:

11. Click **Next**.

12. Complete the required fields to set up a **User Account**.

*User Name* - select a unique user name. This will be what is used to log into the eFile system.

*Password* - choose a password that is at least 4 characters long

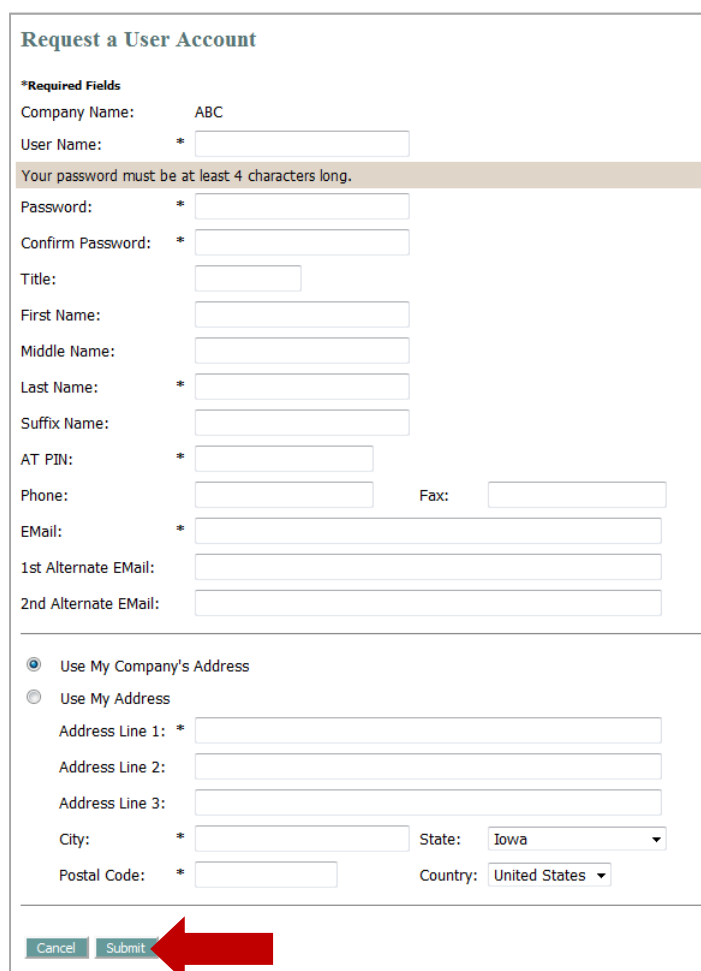
*AT PIN* - attorney's unique Personal Identification Number assigned by the Office of Professional Regulation. Include a capital AT prior to the numbers.

*ICIS ID* - For those eFile user accounts that request the ICIS ID, leave this field blank if this information is unknown.

*Email* - this address will be used to receive courtesy notifications.

*Alternate Email* – include additional addresses to receive notifications

*Address* - My Company's Address will display for existing organizations. A new organization will need to enter in the appropriate fields.



**Request a User Account**

**\*Required Fields**

Company Name: ABC

User Name: \*

Your password must be at least 4 characters long.

Password: \*

Confirm Password: \*

Title:

First Name:

Middle Name:

Last Name: \*

Suffix Name:

AT PIN: \*

Phone:  Fax:

Email: \*

1st Alternate Email:

2nd Alternate Email:

☒ Use My Company's Address

☐ Use My Address

Address Line 1: \*

Address Line 2:

Address Line 3:

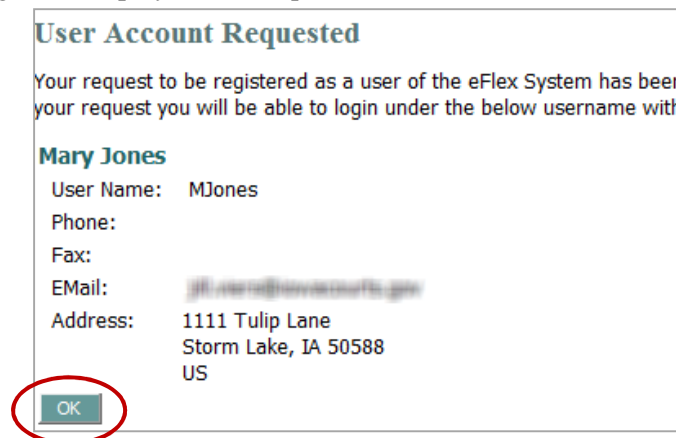
City: \*  State: Iowa

Postal Code: \*  Country: United States

13. Click **Submit**.

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14. A confirmation page will display for the requested **User Account**. Click **OK**.



**User Account Requested**

Your request to be registered as a user of the eFlex System has been approved. From now on, your request you will be able to login under the below username with the below password.

**Mary Jones**

User Name: MJones  
Phone:  
Fax:  
Email: [mjones@iudis.net](mailto:mjones@iudis.net)  
Address: 1111 Tulip Lane  
Storm Lake, IA 50588  
US

**OK**

**Note!** An email confirmation will be sent to the registered email address when the registration has been approved.

**Note!** If an Attorney PIN and last name entered during the registration process are accurate the account request is automatically approved and immediate access to the eFile system is available.

## Logging into an eFile Account

1. Return to the **Log In** page and enter the **User Name** and **Password**.
2. Click **Log In**.



**IOWA JUDICIAL BRANCH** **ELECTRONIC FILING**  
*Administering Justice under the law equally to all persons.* powered by eFlex from Tybers

Welcome Terms of use Payment policy Support

**Welcome eFiling**

**Mission Statement**  
The Iowa Judicial Branch dedicates itself to providing independent and accessible forums for the fair and prompt resolution of disputes, administering justice under law equally to all people.

Welcome. You have reached the website for electronically filing cases and documents with the Iowa Court System. You must have an account to use this service.

**Log In**

Enter your User Name and Password.

User Name:   
Password:

**Log In** [Forgot Your Password?](#)

[Request Account](#)

The information contained in the training materials for the Iowa Judicial Branch Electronic Document Management System (EDMS) is for instructional purposes only and is not intended to and does not constitute legal advice under any circumstance.